

White Paper Report

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California State University Japanese American Digitization Project White Paper 2015

Project Activities

The following is a summary of the major activities that occurred during the CSU Japanese American Digitization *Foundations* grant. The grant number is PW-51585-14.

The project kicked off at the general meeting of the Society of California Archivists in May of 2014, an event that most CSU archivists generally attend. This meeting allowed many of the project participants a chance to meet face-to-face, ask questions, air any concerns, discuss issues, and plan the next steps.

The CSU Archivists were asked about the timing of the campus visits, which allowed for the project director and consultant to view materials for potential inclusion and discuss the project with the various CSU archive partners, including directors and other staff. These visits took place from May through July and they greatly facilitated the project due to the project director's deep knowledge of Japanese American history, which he shared by indicating the items that he thought would be most valuable to add, while also allowing for curatorial leeway on the part of the local archivists to plumb the depths of their rich collections. This also provided an opportunity for the director and consultant to become better acquainted with the various CSU collections (summary reports were generated) and their staff members, helping to build relationships, along with the project materials, and general project buy-in.

A two-day symposium was planned and took place in June, where all of the project participants gathered at the CSU Dominguez Hills campus (see Appendix G and H). There were no set presentations, but full day agendas to insure that all the project issues could be fully covered, adequately discussed, and resolved in order to move forward. The first meeting was with the archivists, consultants, and scholarly experts who assessed the worthiness of the collections for digitization, focused on their experience using other digital repositories, and discussed appropriate terminology and controlled vocabulary (see Appendix A). It was a fascinating day in which the scholars were able to share information about their specific research interests and general scholarship on Japanese American history, especially the World War II era and incarceration events. The scholars provided guidance on gaps in the available documentation and valuable feedback on how the CSU collections might fill those gaps as well as on how the materials fit within the context of current research and scholarship. The second day involved the archivists and technical experts in extended discussions about the practical implementation of the project—a few of the scholars opted to join in as well. The archivists were able to establish parameters for the digitization of the

project materials and solve associated workflow issues. With the technical consultants, best practices for the creation of digital objects, hardware and software specifications, metadata guidelines, managing intellectual property rights, and the long-term preservation of materials were determined. The best online presentation of the various archival objects was considered, starting with a website and how to move to a more sophisticated Web portal. Some research and experimentation was suggested to determine open-ended technical issues related to the planning grant and how to scale this project up into a larger, ongoing enterprise in the future.

Consensus was reached on using the following systems, best practices, and guidelines:

Basecamp Project Management System for Ongoing Communication

<https://basecamp.com/>

CONTENTdm Digital Collection Management Software

<http://www.contentdm.org/>

Dublin Core Metadata Initiative

<http://dublincore.org/>

Federal Agencies Digitization Guidelines

<http://www.digitizationguidelines.gov/>

Association of Research Libraries Code of Best Practices in Fair Use

<http://www.arl.org/focus-areas/copyright-ip/fair-use/code-of-best-practices#>

Each CSU archive handled the scanning of their own materials, since the equipment and expertise were already in place, and provided the basic descriptive information for the digital objects. The grant requested 30 or 40 digital objects from each and there was no problem obtaining substantially more material than this. At the recommendation of the scholars, a call went out to the other CSU campuses soliciting additional contributions. The digital objects and associated descriptive information was sent to CSU Dominguez Hills, which became the central hub of the project. Since the need to control vocabulary was emphasized by the scholars and technical experts at the symposia, a librarian was hired to determine the projects terminology choices. She relied heavily on the Densho resources (<http://www.densho.org/>) and enhanced the list of controlled terms with Library of Congress subject terms. Then a metadata consultant and project cataloger used this information as the basis for a project-specific data dictionary, cataloging guidelines, and ultimately a pick-list of subject terms in a users guide (see Appendices D, E, and F). She enhanced the descriptive metadata provided by the various archives and catalogued the materials more extensively or created original records in CONTENTdm (see Appendix B).

A Web designer started work on developing a user-friendly look and feel for the project website while the project director and consultants developed the content.

This involved writing the textual information describing the project's mission and collections, obtaining contributions from the scholars, linking to associated resources, and providing all the other necessary information for a substantive Web presence (see Appendix C).

The California Digital Library (<http://www.cdlib.org/>) expressed an interest in ingesting the digital materials developed by this project and the project participants agreed this would provide the project with greater reach. Therefore the CSU archivists and consultants followed the necessary protocols to create METS (<http://www.loc.gov/standards/mets/>) objects for the formats supported by the CDL. CSUDH is in the process of working with CDL to test and ingest the material, which will then be made accessible in Calisphere (<http://www.calisphere.universityofcalifornia.edu/>). This provided opportunities to accomplish quality control checks and to make some correctional adjustments. CDL will then expose the CSU metadata to the Digital Public Library of America (<http://dp.la/>) and they will harvest it in the Fall 2015. With the primary materials carefully archived on each CSU campus and multiple copies of the digital items and descriptive information available through CSU, CDL and DPLA, extended access beyond CSU has been provided and the first steps were taken toward the longer-term preservation of the digital objects.

When the website was completed, the project partners were invited to assess progress and answer specific questions about the project results to date. The scholars and archivists provided extensive feedback—everything from editing to providing suggestions for expanding upon the Web content and existing search tools for improved usability was provided. The project partners were very pleased with the CONTENTdm archival object descriptions and were thrilled that the project was able to make over 600 items accessible (the original estimate had been around 150). Their assistance was requested in publicizing the project as well.

Accomplishments

A total of 15 CSU Special Collections and Archives participated in the planning grant project. The original six are Dominguez Hills, Fresno, Fullerton, Northridge, Sacramento, and San Jose. Nine additional campuses expressed an interest and were able to contribute some materials (or plan to contribute) to the project, including Bakersfield, Channel Islands, East Bay, Long Beach, San Bernardino, San Diego, San Francisco, San Luis Obispo, and Sonoma.

The archival materials digitized were primary historical sources, which include the following media formats to date: applications, birth certificates, bulletins, checks, forms, guidebooks, leases, letters, maps, oral histories, paintings, pamphlets, photographs, postcards, resolutions, and transcriptions. The following breaks

down the 608 digital objects further: 334 JPEGs, 22 compound objects, 236 PDFs, and 16 MP3s.

Throughout the last 40 years, CSU Libraries and Archives have taken an interest in the history and progress of the Japanese Americans in their communities resulting in archival collections with a highly local flavor and remarkable depth. The following provides a few highlights of the archival content digitized and made accessible through this NEH planning grant. Collections at CSU Sacramento have mostly come from citizens of the Florin neighborhood in Sacramento and throughout Northern California. CSU Fullerton's oral histories on Japanese Americans were generated through collaboration with residents of Orange County and the extended Southern California area. SJSU's Flaherty Collection consists of materials from Colonel Hugh T. Fullerton of the Western Defense Command. The collections at CSU Dominguez Hills originate mostly from the South Bay of Los Angeles County where one of the largest concentrations of Japanese Americans resided. CSU Fresno's materials come from the agricultural areas of the San Joaquin Valley. Other materials especially camp or War Relocation Authority materials have come from community groups, collectors or individuals with an abiding interest in the topic.

The combination of oral histories, personal correspondence, leases, images, and other historically rich materials have the potential to assist researchers and contribute to scholarship for decades. As Lane Hirabayashi, the UCLA scholar advising on the project stated ". . . this is an endeavor of great importance at a number of different levels. First, it would make the collections across the different CSU campuses more readily available to a much wider number of students, scholars, and professors. Second, as the Nisei generation is rapidly in decline, it is more important than ever to preserve and make accessible the many primary source materials that the CSU libraries have gathered over the past sixty decades."

The website that was developed for the CSU project is visually compelling with scrolling images of the archival materials (see Appendix C and (<http://www.csujad.com/index.html>)). It states the mission of the project and provides in-depth background information about the collections, complete with links to the centralized CONTENTdm collection and each of the collection finding aids in case want to know where they can access the primary analog materials. The geographical distribution of the archival materials is provided through Google maps. The map offers researchers access to content relating specifically to pertinent geographical sites and clicking on the flags provides immediate access to the archival materials in the project that can be associated with the location. The scholars involved in the project provided links to important aspects of their work and helped build a select bibliography. Links to key digital resources focused on the Japanese American experience are provided along with

information about the War Relocation Authority sites, for those who might want to visit or obtain more information about them. Citation recommendations for the archival materials are also provided for students and researchers.

The project goals were all met. The central goal of the grant was accomplished, which was to identify Japanese American collection materials in need of digitization or descriptive information for discoverability and to unite those collections digitally through a CSU-sponsored website. The project tripled the number of digital objects and description that it expected to create. In addition, it brought together the archivists from each university with scholars and technical consultants in a functional collaboration that can continue into the future. The project has resulted in a “ready-to-go” plan to implement a larger project to digitize thousands of documents for access to scholars, students and interested citizens throughout the United States and the world.

Audiences

The CSU Japanese American History Digitization Project website is the primary vehicle for disseminating information and making the digital archival materials accessible. The archives partners are sharing the planning grant results throughout the CSU System, not only amongst the 15 campuses that have participated in the planning grant. The California State University System has an enrollment close to 437,000 students at 23 university campuses throughout the state of California. The CSU faculty and students are the primary users of the archival and digital materials collected and produced by this project. The scholars who participated in the project are using the digital material themselves, have their students using the website, and are spreading the word to other scholars about this resource. Because these CSU campuses take an abiding interest in the people and history of the communities where they are located, the project is being publicized to community groups. In this way, the general public is hearing about the project and additional donations of new collections relating to Japanese Americans are being encouraged.

To expand the reach of the Japanese American History Digitization Project the CSUDH archivists collaborated with the California Digital Library to export the digital objects and ingest them into their archival service and delivery projects. The CSU archive partners have created or are in the process of creating finding aids for each of the Japanese American collections in the Online Archive of California to help researchers locate the analog archival items. These collection guides provide detailed descriptions of the archival materials in the newly aggregated CSU Japanese American project to guide researchers, but they also provide access to the digitized material. The finding aids link to the new CSU project website. Once ingested, the digitized objects will be made available through Calisphere), CDL's gateway to primary sources where users can explore the online content. This additional level of access greatly expands the reach of

the project to all Calisphere users, who are already familiar with the existing Japanese American Relocation Digital Archives available there. Themed collections that support the California Content Standards for K-12 schools provide another search entry point to these materials, making these primary sources easier for teachers, students, and the public to find in relation to the other content featured in Calisphere. There are even lesson plans focused on Japanese American History located here, guiding teachers in the use of the archival items.

Other historical, cultural, and professional organizations are being informed about this project through publicity, conference presentations, and publications. For example, the project director and consultants are presenting on the CSU Japanese American Digitization Project at a regional Visual Resources Association mini-conference in June, at the Society of American Archivists Annual Meeting in Cleveland in August, and have proposed a presentation for the joint Annual Conference of the Art Libraries Society of North America and Visual Resources Association in March of 2016. This project provides a good example of a collaborative, multi-institutional grant that other archives and special collections departments can recreate on similar or other topics, therefore it is of great interest to information professionals who will spread the word about this new resource to their faculty and students. Press releases, exhibitions, educational events, and blogs along with other social media outlets are being used to further reach regional, national, and global audiences (see Appendix G).

Evaluation

A first round of feedback was sought from the CSU archivists and resulted in overall positive reviews with constructive suggestions. This was followed by a request to the participating scholars to look the website over and search for archival materials to determine the project's usefulness and provide suggestions for further development. Both groups provided praise and constructive feedback such as editorial advice, refinements to collection descriptions, and other adjustments to improve the look and feel of the website.

Overall, the evaluators found the website to be visually engaging and the descriptive information very useful for illustrating the breath of the CSU collections. They were pleased that the project includes archival materials that can help interpret Japanese American history before World War II and leading up to redress and beyond as well as items focused on wartime incarceration. They would like to see more curation of the content to expand upon the historical context. It was suggested that the oral histories be made more of a priority in terms of processing and improved tools for access.

The project worked extensively on issues relating to controlled vocabulary and providing high quality, descriptive information. One area to improve is the

consistency in how the archival materials and descriptive information from the participating campuses is sent to the central campus in Dominguez Hills. The data dictionary, metadata guidelines, and subject terminology that were developed should be disseminated amongst the CSU campuses and used to guide the campus work as the project is scaled up (see Appendices D, E, and F). The need for consistent subject description and file naming conventions became apparent during the project. Each campus had its own system, but the project participants should come to some general agreement on the file naming for project materials. It may be necessary to include both their campus file names and a project file name for ease of use by the project catalogers.

The technology used in the Japanese American History Digitization Project provides other ways to gather evaluative and statistical information about usage. The CONTENTdm usage reports indicate there have been 2,262 page views from November 2014 to June 2015—the site's completion was only officially announced in May. Google analytics or other tools for tracking website usage statistics are being considered, but have not yet been implemented. Other technical improvements, such as customizing CONTENTdm to improve its functionality and layering open source, third party systems onto CONTENTdm for exhibitions and improved access to oral histories are being considered.

As the project is presented at professional conferences, feedback from information professionals will also be requested and suggestions considered and implemented as appropriate.

The words of the scholars who advised on the project provide qualitative evidence of the success of CSU's collaboration:

The initial meeting of scholars and technical experts in June 2014 at CSUDH was positive and demonstrated the fact that the project directors have taken great care to bring together content experts and technical experts to the project. The right team makes all the difference in ensuring that the project will advance from the conceptual stage to completion.

Cherstin M. Lyons, Ph.D., CSU San Bernardino

Attending the ensuing conference at your campus, at which a number of representative archivists and other scholars spent a day exploring the possibilities of cooperative digitization has made me even more confident and optimistic about the likelihood of the project's eventual success. The breadth of the representation at the conference, and the strength of the support expressed by the participations were well beyond my expectations. Thus I reiterate my continuing support for your project.

Roger Daniels, Ph.D., University of Cincinnati

Work gets done and teamwork thrives with the right kind of human relationships that are established. In my opinion, a masterful job has been done with this project. Also, I note the mindful attention and excellence that shined in every step of the process. . . . Your attention to details and reasoned decision making are impressive. You bring distinction and honor to CSU and institutions beyond.

Rita Takahashi, Ph.D., San Francisco State

Continuation of the Project

The original six CSU archive partners and the nine others who joined the project are committed to continuing this collaborative relationship, and additional CSU partners are welcome. The approximately 600 objects digitized are a small percentage of the Japanese American materials available in the CSU archives and the partners are eager to digitize and add additional items. CONTENTdm is working well for bringing various media formats together in one database management system. The website provides a home base for project information, associated resources, and access to the digital materials. The planning grant allowed for experimentation with a centralized model where the digital objects and basic descriptive information were sent to one location and a project team enhanced the information and loaded it into one CONTENTdm instance. The workflow could continue in this way or a hybrid or distributed model could be experimented with, in which campuses can elect to use their own CONTENTdm instance and/or send materials to a central location. The website would then need enhancements to become a place of aggregation or a more sophisticated portal for various CONTENTdm instances.

The CSU archivists are pursuing additional grant funding to scale this project up and to further develop the accessible materials and tools as well as streamline workflows. The National Park Service (NPS) is offering grant funding in this particular area of historical study. Since the Densho project expressed an interest in ingesting the CSU Japanese American archival materials and will provide the technical services to do so, a proposal suggesting this collaboration was sent to the NPS. CSU was notified in June that this grant application was successful. An additional 10,000 CSU archival objects will be added to what was started through the NEH planning grant with this NPS funding. The ingest into Densho will insure that those specifically interested in Japanese American history can readily find the archival materials from the CSU collections. Continuing the CDL partnership is also planned in order to continue to reach the K-12 and public audiences that regularly use Calisphere. The NPS grant provides the funding for more digitization, but a full NEH implementation grant is being sought to complete the digitization of these CSU archival items and to help address the technical and workflow issues that emerged from the planning grant. Among the challenges still ahead are translations of the Japanese language in archival documents, using optical character recognition (OCR) technology on camp publications to make

them keyword searchable, implementing the Oral History Metadata Synchronizer (OHMS <http://www.oralhistoryonline.org/>) to better access oral history materials, and considering long-term digital preservation options.

As word of the project has increased, other non-CSU campuses have expressed an interest in joining the project. While this is a bit down the line, it is worth considering and a good indicator of the widespread interest in the project.

The CSU Japanese American Digitization Project not only improves access to humanities collections about Japanese Americans, but it has also developed a model for planning and collaboration amongst the CSU archival and library community. This NEH planning project provided the opportunity to learn through doing the work and helped to identify a number of areas where additional research and work can refine and expand upon this foundation.

Long Term Impact

Most of the Archives in this project make these materials part of their introduction to archives presentations as well as available for research in higher-level undergraduate or graduate courses. These collections are among the most used materials in each CSU campus archives not only for faculty research and instruction, but also for use by students in their research and learning experiences. The Japanese American history archival materials are used for undergraduate and graduate courses as tools for instruction about primary sources, as an introduction to the incarceration experience and life in the camps, as well as for demonstrations on how to use these types of archival materials to discover new information.

Online access to these primary sources, by the constituents of CSU and now beyond the campuses, has the potential to greatly impact the study of Japanese American history. The accumulation of archival materials telling these “local” stories has enormous possibilities in terms of scholarly interpretation and weaving a more nuanced record of the WWII incarceration. How it challenged the constitutional rights of all Americans is an issue with tentacles that reach to current events, especially those relating to 21st century terrorism, literature, anthropology, civil rights, history, political science, sociology, ethnic studies, and education.

Increasing the public perception of this important chapter of American history adds to the awareness and education of the general populace. As the World War II generation passes, online access to the unique materials in the CSU archives can also inspire additional donations before the materials are lost. The usage of these materials will be tracked to better determine the long-term impact over time.

Grant Products

The grant products include approximately 600 newly accessible digital primary sources that can be found through keyword searches on the project website at <http://www.csujad.com/>. A great deal of associated information can be found on the website, including a user's guide to further illuminate the nature of the resources (see http://www.csujad.com/images/csujad_users_guide.pdf) and links to similar projects as well as references.

In addition, there are links to the work of many scholars who work in this area of study and an article written specifically to illuminate the value of the project (see http://www.csujad.com/images/HolisticRepresentations_Hirabayashi.pdf). Lane Ryo Hirabayashi explains through multiple examples, the importance of making sets of vernacular materials—letters, diaries, photos, art work, and other expressions of daily personal experience—more widely accessible online. The examples he provides vividly demonstrate how art work, personal letters, and diaries have already been used to effectively generate first-hand, personal, and historical accounts of the Japanese American incarceration experience. Hirabayashi posits that a new generation of scholarship that bases its work on sources distinctive from the previous War Relocation Authority-generated and -influenced work, will result. He suggests that this newfound access to primary, vernacular materials donated by “ordinary” men and women to their local university libraries will greatly expand our knowledge of what happened to Japanese Americans in the 1940s and how it felt to go through this particular experience.

Appendix A - On Terminology

For the California State University Japanese American Digitization Project, archivists, scholars, and technical experts gathered to discuss the controversial topic of terminology as it applies to the Japanese American experience during World War II. A general consensus was reached about the group's preferred terminology for this project, which is summarized below.

Often, before delving deeply into the history of the treatment of Japanese Americans during World War II, the general public has tended to associate the term “internment” or “internees” with the camps and the people living in them. Government officials, politicians, and journalists have tended to use euphemistic language to refer to this incarceration of Japanese American citizens as demonstrated by the archival work of Aiko Herzig-Yoshinaga (2010) in “[Words Can Lie or Clarify](#).” Roger Daniel's (2005) provided a legal and historical perspective on the use of these terms in “[Words Do Matter](#)” and continues to persuasively argue that “incarceration” and, by extension “incarceree,” are the appropriate terms to use for the 80,000 American citizens of Japanese ancestry, and 40,000 Japanese nationals barred from naturalization by race, imprisoned under the authority of Executive Order 9066 in War Relocation Authority camps. There were approximately 11,000 people who were actually interned following a

recognized legal procedure and the forms of law. All of the latter were citizens of a nation against which the United States was at war, seized for reasons supposedly based on their behavior, and entitled to an individual hearing before a board. Whereas, the 120,000 Japanese American men, women, and children in the WRA camps had no due process of law and this violation of civil and human rights was justified on the grounds of military necessity. This legal differentiation was the basis for the redress movement, which led to the Civil Liberties Act of 1988, involving an apology and \$20,000 payment to more than 80,000 camp survivors.


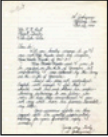
The Tule Lake Unit of the National Park Service provides links to the [key readings](#) related to the terminology controversy. The [Densho Project](#) has an extensive discussion of the issues as well as a thorough glossary of terms and comprehensive online encyclopedia. These resources outline the many different types of camps used for incarceration during WWII, including the following: assembly centers or temporary assembly centers; incarceration camps; Department of Justice internment camps; citizen isolation centers; U.S. Federal prisons; U.S. Army internment camps; immigration detention stations; and additional facilities. The reader/researcher is referred to these rich resources for differentiation and more clarification about the associated terminology.

For the reasons outlined above, when using the CSU collection online, the searcher should use the terms “incarceration” and “incarceree” rather than “internment” and “internee” for better search results. The latter terms were only used when referring to the Department of Justice and U.S. Army internment camps.

The planners and catalogers for the CSU archival project relied heavily on the Densho glossary and encyclopedia as well as their digitization and preservation manual for the terminology employed. Sincere thanks to Tom Ikeda, Executive Director, and all the Densho Project staff for generously sharing their extensive experience and work on terminology.

Appendix B - Samples of Digitized Objects and Metadata

The following screen shots provide a sample search on “Tule Lake” in the CSU CONTENTdm system and partial glimpses of a digitized letter and the associated descriptive information.

Thumbnail	Title	Subject	Description	Collection
	[Intake photographs and information for two incarcerated]	World War II--Administration--War Relocation Authority; World War II--Incarceration camps; World War II--Incarceration camps--Incarceree; Geographic communities--California; Geographic communities--Arkansas	Two photographs of incarcerated Toshio Kuratomi and three of incarcerated Mitsuho Kimura, presumably upon intake into the Tule Lake Center; an information card states that Kuratomi was admitted to Tulelake from Jerome, Arkansas on September 30, 1943....	CSU Japanese American Digitization Project
	Letter from S. Yoshiyama, Military Area, to R. [Raymond] R. Best, Project Director, February 22, 1944	World War II--Incarceration camps; World War II--Incarceration camps--Impact of incarceration; World War II--Incarceration camps--Incarceree; Geographic communities--California	Request that Yoshiyama be able to meet with his future spouse and her mother so that he can explain his situation, because he was arrested the day before they were to be engaged. Second page is blank except for Tule Lake Project Administrative...	CSU Japanese American Digitization Project


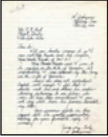
S. Yoshiyama
Military Area
Feb. 22, 1944

Mr. R. R. Best
Project Director
Tule Lake Center

Dear Sir:

Will you kindly arrange it so I can meet Mrs. Kiyeda and her daughter, Miss Hisako Kiyeda of 905-A?

Miss Hisako Kiyeda and I were to be engaged on the 14th of November, but unfortunately I was detained by the Army.

Thumbnail	Title	Subject	Description	Collection
	[Intake photographs and information for two incarcerated]	World War II--Administration--War Relocation Authority; World War II--Incarceration camps; World War II--Incarceration camps--Incarceree; Geographic communities--California; Geographic communities--Arkansas	Two photographs of incarcerated Toshio Kuratomi and three of incarcerated Mitsuho Kimura, presumably upon intake into the Tule Lake Center; an information card states that Kuratomi was admitted to Tulelake from Jerome, Arkansas on September 30, 1943....	CSU Japanese American Digitization Project
	Letter from S. Yoshiyama, Military Area, to R. [Raymond] R. Best, Project Director, February 22, 1944	World War II--Incarceration camps; World War II--Incarceration camps--Impact of incarceration; World War II--Incarceration camps--Incarceree; Geographic communities--California	Request that Yoshiyama be able to meet with his future spouse and her mother so that he can explain his situation, because he was arrested the day before they were to be engaged. Second page is blank except for Tule Lake Project Administrative...	CSU Japanese American Digitization Project

Appendix C - Website

The CSU Japanese American Digitization Project website is located at: <http://www.csujad.com/index.html>.

The following is a screen shot of the home page:



The following is a screen shot of the collections page:

Collections

- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Dominguez Hills
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- San Diego State University
- San Francisco State University
- San José State University
- California Polytechnic State University, San Luis Obispo
- Sonoma State University

Japanese American History Digital Collection

The California State University System has an enrollment close to 437,000 students at 23 university campuses throughout the state of California. It is the largest university system in the United States. All of these campuses are defined by their community and take an abiding interest in the people and history of those communities. Throughout the last 40 years CSU Libraries and Archives have focused attention on the history and progress of Japanese Americans in their communities. As a result, the collections that have been accumulated at CSU Libraries have a highly local flavor and remarkable depth.

The Archives at several different CSU institutions, including those in Dominguez Hills, Fresno, Fullerton, Northridge, Sacramento, San Jose, Sonoma, and San Francisco have collaborated on the initial planning grant to create a digital archive of the CSU's holdings on this subject. San Diego, Bakersfield, and San Bernardino have also contributed materials.

Collections at CSU Sacramento have mostly come from citizens of the Florin neighborhood in Sacramento and throughout Northern California. CSU Fullerton's oral histories focused on the Japanese American experience were generated by residents of Orange County and other Southern California locales. SJSU's Flaherty Collection consists of materials from Colonel Hugh T. Fullerton of the Western Defense Command. The collections at CSU Dominguez Hills originate mostly from the South Bay of Los Angeles County, where one of the largest concentrations of Japanese Americans resided. CSU Fresno's materials come from the agricultural areas of the San Joaquin Valley. Other archival information, especially camp or WRA materials have come from community groups, collectors or individuals with an abiding interest in the topic.

CERTIFICATE OF CITIZENSHIP-HAWAIIAN ISLANDS
 U. S. DEPARTMENT OF LABOR
 IMMIGRATION SERVICE
 HONOLULU, HAWAII

This is to certify that YOSHIO MATSUDA a person of the JAPANESE race, residing in Hawaii, is entitled to the rights and privileges of citizenship in the United States, and this certificate is issued to enable him (her) to travel freely between Hawaii and the mainland of the United States.

DESCRIPTION
 Name YOSHIO MATSUDA Age 25 years Sex Male
 Height 5 Ft 10 In Color of hair Black Color of eyes Brown Complexion Fair
 Distinguishing marks or peculiarities Scarred on left arm, one inch, vertical scar, slight scar
 Last residence Box 1089 Silver Street, Honolulu, T. H. Occupation Store salesman

PLN 4248/420

Given under my hand and the seal of the Department of Labor this 11th day of June, 1927, at Honolulu, Territory of Hawaii.

W. A. [Signature]
 Acting Director

Note—This certificate shall be good only for travel between the Territory of Hawaii and the mainland of the United States. It must be shown at the time the person enters the United States and be presented to the Marine Guard at Honolulu, with a receipt report of the receiving circumstances. If used fraudulently, and the person to whom this certificate is issued is again found traveling on it, it is established that he is a duly qualified alien, and it shall be revoked by the issuing office.

The collections represent approximately 300 linear feet of archival materials that focus on some of the most striking events related to the treatment of minorities in U.S. history. The topics cover an enormous range of subjects central to Japanese-American life before, during and after World War II, including immigration, the California Alien Land Acts of 1913 and 1920, the War Relocation Authority (WRA), organizations supporting Japanese Americans, redress, Japanese Peruvians, hostage exchanges on the S.S. Gripsholm, sports, and the U.S. Army's 442nd Regimental Combat Team. Camps represented include Jerome, Gila River, Rohwer, Manzanar, Tanforan, Poston, Amache/Granada, Heart Mountain, Crystal City and more. Among the archives are letters, photographs, oral histories, camp publications, papers of camp administrators and counselors, poetry, art works, leases, certificates and other

documents to prove citizenship, and school yearbooks. The project tends to focus on the digitization of paper, photographs, and media such as audio and video.

Appendix D - Data Dictionary

The following are the metadata elements used for the CSU Japanese American Digitization Project (elements required, unless otherwise noted):

Thumbnail

Item ID

ARK Identifier

Title/Name

Creator

Date (or, undated if no date)

Description

Language

Facility – if applicable

Location – if applicable

Subjects

Item Type

Physical Description

Type-DCMI (Text or Image)

Format (file format of the digitized item)

Notes – if applicable

Project Name

Contributing Institution

Collection – if applicable

Collection Finding Aid – if applicable

Collection Description – if applicable

Rights

The following elements are not visible to users (some CSU institutions may not use all of these):

Physical Location – for contributing institution's use to locate materials

Archival File

OCLC Number

Date Created (date created in CONTENTdm)

Date Modified (date modified in CONTENTdm)

CONTENTdm number

CONTENTdm file name

Image rights

Admin Field 1

Admin Field 2

Item Permissions

Appendix E - Metadata Guidelines

The following is a list of the metadata elements used in the CSU Japanese American Digitization Project with instructions to guide catalogers:

Title/Name

- When possible, take title from the item
- Capitalize first word and proper nouns only; do not put a period at the end of the title
- Omit initial articles; put the title with the articles in the Note field.
- Enclose supplied titles in brackets (except with the letter and memo formats below)
- *For photographs,*
 - Use caption or other information present on the photo (annotations, etc.) if it succinctly and accurately describes its subject matter
 - If not, supply a title that concisely describes its contents, enclosing it in brackets, as in: [Group portrait with J. Ralph McFarling]
- *For letters and memos,* create a title according to the following standards:
 - For letters:
 - Letter from [first name] [last name], [title if you have], [organization if you have] to [first name] [last name], [title if you have], [organization if you have], [month day, year]
 - Examples:
 - Letter from Joe Smith, Head, Department of Sports, to Mary Jones, Dean, University of Wherever, January 1, 1990
 - Letter from Barbara Garcia to Elizabeth Washington, May 1, 1999

- Use the first name as given in the letter; if no first name is included, supply it in brackets, based on common usage in reference and other sources.
- If a name appears in various forms – as in W. E. Schmidt, Willard E. Schmidt, Willard Schmidt, Mr. Schmidt, etc. – devise a “standard” for the name, based on reference sources/documentation, and put in brackets.
 - For example, title a letter from W. E. Schmidt as Letter from W. [Willard] E. Schmidt.
 - If the name in the salutation contains honorifics (Mrs., Mr., Rev., etc.), include these, but also the person’s name in brackets, as in:
 - Letter from Rev. [Wendell L.] Miller to Mr. [Willard E.] Schmidt
- If the person’s job title is very long, include the main title and organization, providing the rest of the information in a note
 - For memos, take information from the From:, To: and Subject/Re: fields, as in:
 - Memo from [contents of From: field] to [contents of To: field] re: [contents of Subject/Re: field], [month, day, year]
 - Example: Memo from Joe Smith to Mary Jones re: price increases for sporting equipment, January 23, 1992
- *For periodicals*
 - Provide the title as given (leaving off any initial articles) and include the Volume, Issue, and Year, as in: Rohwer Outpost, Vol. I, No. 2, 1942

Creator

- The person, family, or corporate body primarily responsible for the resource: author of letters, photographer, publisher of newspapers, magazines, periodicals.
- Check Library of Congress Authorities for authorized names of people and corporations/organizations
- If no authorized name, use the format: [Last Name], [First Name] for people and full organization name for organizations/corporations
- Include the role of the person or responsible body, as in:
 - Emi, Frank: author
 - United States. War Relocation Authority: publisher
 - [Authorized Name or Last Name, First Name]: illustrator, editor, etc.
- If a person’s name varies throughout the correspondence, choose the full name (not nicknames) as a standard for the creator. Indicate nicknames or variants in the Description
- You may have multiple creators; be sure to separate these with a semicolon.

- If a letter is written by Joe Smith, Executive Secretary, War Relocation Authority, you may choose to include both Smith and the WRA as authors, as in:
 - Smith, Joe: author; United States. War Relocation Authority: author

Date

- Use the format YYYY-MM-DD; if only the month and year are displayed, use YYYY-MM; if only the year, YYYY
- Use the date the material was originally created, not the date of digitization
- If material has no date, try to provide what information you do have, as long as it's accurate. Use terms such as "before 1947" or "approximately 1942" if that's what you know
- If a part of the date is not provided, but you nevertheless know what it is from a reliable resource, enclose it in brackets, as in: [1961]-07-22
- If you don't know for sure, but can make a reasonable assumption, include a question mark, as in: [1961?]-07-22
- If parts of the date are unknown, use question marks enclosed in brackets, as in 1961-07-[?]

Description

- Provide a brief, general description of the material, enough to establish, along with the rest of the metadata, what the resource is about. Aim for no more than approximately 3 sentences' worth of text.
- You do not need to use complete sentences, but otherwise use correct grammar.
- If the title does not make the type of resource clear, start your description by mentioning the type of resource, as in "Photograph of 32 students and teacher, presumably outside of their school building."
- Use judgment when paraphrasing: Quote directly from the material if paraphrasing might in any way distort the meaning.
- One way to convey the contents of material is to reproduce major section headings, headlines, etc., beginning your description along the lines of "Section headings (or headlines, etc.) include ...". Other sources for description can include tables of contents and abstracts. Enclose headings in quotation marks.
- If the resource includes handwritten annotations, stamps, or anything printed on it, indicate this in the description; use the Note field to transcribe other information that may identify a document, such as numbers in the footer, etc.

Language

- Use Densho's preferred Library of Congress Codes (http://www.loc.gov/marc/languages/language_code.html). Main ones in use in the site are: eng; jpn; spa

Facility

- Enter a facility's name if it is the site in which the resource was created or if the facility is associated with the object's content

- Use Densho controlled vocabulary from pick list; you may enter more than one facility

Location

- Geographic area of the subject (Densho: where photo taken or document created)
- Use Densho format: City, State (spelled out); City, Country (if outside of US)

Subjects

- Use the controlled vocabulary provided by Densho where applicable
- If you need other subject terms, use another controlled vocabulary, preferring LCSH and then AAT

Item Type

- Use Densho controlled vocabulary from pick list where possible
- If other terms needed, use another controlled vocabulary, preferring LCSH and AAT

Physical Description

Number of pages, size of item, duration of video or audio, and other descriptors; spell out words such as black and white and color.

- For numbers of pages, spell out “pages,” as in: 2 pages
- For textual documents, along with number of pages, indicate whether handwritten or typescript
- For item size, use inches and centimeters, H x W
- For duration, use the format: 00:05:00 (this would be for a 5-minute video)
- Examples:
 - (for a photograph): black and white, 4 x 6 in. (15 x 10 cm.)
 - (for a video): 01:30:25
 - (for a letter): 2 pages, handwritten

Type-DCMI

- Choose from the DCMI type vocabulary; common terms and examples follow (<http://dublincore.org/documents/2008/01/14/dcmi-type-vocabulary/>):
 - Text - books, letters, dissertations, poems, newspapers, articles, etc. *Note that facsimiles or images of texts are still of the genre Text.*
 - Image - images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. *Note that Image may include both electronic and physical representations.*
 - Prefer Image to the narrower term Still Image
 - Moving Image - animations, movies, television programs, videos, or visual output from a simulation

- Sound - a music playback file format, an audio compact disc, and recorded speech or sounds
- If other terms needed, use another controlled vocabulary, preferring LCSH and AAT

Format

File format of the digitized item, as in:

- application/pdf
- image/jpeg
- image/tiff
- audio/mp3
- video/mp4

Notes

- Use for any information pertinent to the user that doesn't belong in the other fields.

Project Name

- California State University Japanese American Digitization Project

Contributing Institution

- Name of institution including special collections/archives department.

Collection

- If available, provide name of the collection containing the material.

Collection Finding Aid

- If available, include a link to any online finding aids or other resources for the collection.

Collection Description

- Include a brief description of the collection containing the material.

Rights

- Insert the text, For copyright information please refer to the contributing institution.

Other Fields / Fields Not Visible to Users

Thumbnail – automatically generated

Item ID – based on file name from contributing institution

ARK Identifier – Archival Resource Key

Physical Location – for contributing institution's use to locate materials

Archival File

OCLC Number

Date Created (date created in CONTENTdm)

Date Modified (date modified in CONTENTdm)

CONTENTdm number
CONTENTdm file name
Image rights
Admin Field 1
Admin Field 2
Item Permissions

Possible other fields to add (not visible to users):

Digitizer
Digitizing institution
Digitization Date
Technical details – scanner used, resolution of image, etc.

Appendix F - Subject Terminology

The following is a summary list of the controlled subject terms used to catalog the archival materials in the CSU Japanese American Digitization Project.

Activism, Redress, and Reparations

Civil liberties (including Civil Liberties Act of 1988)

Civil Rights

Arts and Literature

Community

Associations and Organizations

Japanese American Citizen League Activities

Recreational Activities

Sports

Family and Family Activities

Religion and Churches

Community Organizations

Support from the Non-Japanese American Community

Employment and Military Service

Educators

Agriculture

Business

Work & Jobs (Other)

Military Service

442nd Regimental Combat Team

Immigration and citizenship

Anti-Immigration Sentiment and Propaganda

Identity and Values - Including Issei, Nisei, etc.

Expatriation/Repatriation/Deportation

Enemy Alien - Classification

Incarceration Camps

War Relocation Authority

- Registration and "Loyalty Questionnaire"
- Segregation
- Internal Security Act
- Incarceration Camps
- Resistance and Dissidence (Manzanar, Poston, Tule Lake Strikes and Riots)
 - Arts and Literature
 - Conflicts, Intimidation, and Violence
 - Facilities, Services and Camp Administration
 - Food
 - Holidays and Festivals
 - Housing
 - Impact of Incarceration
 - Incarcerees
 - Living Conditions
 - Medical Care and Health Issues
 - Religion and Churches
 - Social and Recreational Activities
 - Social Relations
 - Sports
 - Work & Jobs
- Journalism and Media
 - Community Publications
 - Camp Publications
 - Mass Media
- Laws and Legislation
- Land tenure - Alien Land Laws, Leases
 - Economic Losses
 - Internal Security Act
 - Executive Order 9066
- Leave, Resettlement, and Post-War life
 - Student Leave
 - Work Leave
 - Resettlement
 - Returning Home
 - Reflections on the Past
 - Family Reunions
- Mass Removal and Detention
 - Pearl Harbor and Aftermath
 - Temporary Assembly Centers
 - Internment Camps
 - War-time Civil Control Administration
 - The Journey

Appendix G - Project Publicity

Below are links to CSU Japanese American Digitization Project articles published online publicizing this effort to date.

Symposium Paves Way for First-of-its-Kind Japanese American Incarceration Archives Project

<http://www.csudhnews.com/2014/06/japanese-american-incarceration-archives/>

CSU Archives Collaborate for Historic Grant

<http://blogs.calstate.edu/pa/news/?p=4388>

CSU Wins Grant to Digitize Internment-Related Documents

<http://www.fresnostatenews.com/2014/04/csu-wins-grant-to-digitize-internment-related-documents/>

University to Lead NEH-Funded Archives Project to Digitize Japanese American Internment Documents

<http://www.csudhnews.com/2014/04/neh-archives-grant/>

The Japanese-American Digitization Project: Collaboration to Tell a Story

<http://libraries.calstate.edu/japanese-american-digitization-project/>

CSU System will Digitize Experiences of Japanese-American World War II Internees

<http://www.dailybreeze.com/events/20150623/csu-system-will-digitize-experiences-of-japanese-american-world-war-ii-internees>

Cal State Campuses Preserving Painful Piece of U.S. History

<http://diverseeducation.com/article/76085/>

Collaboration: Archives at 15 California St. University Campuses to Digitize Nearly 10,000 Japanese American Internment Documents and Oral Histories

<http://www.infodocket.com/2015/06/23/collaboration-archives-at-15-california-st-university-campuses-to-digitize-nearly-10000-japanese-american-internment-documents-and-oral-histories/>

CSU System will Digitize Experiences of Japanese-American World War II Internees

<http://www.dailynews.com/events/20150623/csu-system-will-digitize-experiences-of-japanese-american-world-war-ii-internees/1>

San Jose State's Japanese Internment Camp Archives to be Digitized

http://www.mercurynews.com/bay-area-news/ci_28422566/san-jose-states-japanese-internment-camp-archives-be

CSU Archives Collaborate to Document Japanese American Incarceration in California

<http://patch.com/california/pleasanthill/csu-archives-collaborate-document-japanese-american-incarceration-california>

CSU Archives to Help Document Japanese American Internment

<http://scvnews.com/2015/06/22/csu-archives-to-help-document-japanese-american-internment/>

CSU Archives to Document Japanese American Internment

<http://mynews1a.com/education/2015/06/23/csu-archives-to-help-document-japanese-american-internment/>

THE GRADE: Cal State Bakersfield to help Digitize History on Japanese-American Internment

<http://www.bakersfield.com/News/2015/07/01/THE-GRADE-Cal-State-Bakersfield-to-help-digitize-history-of-Japanese-internment.html>

Oral Histories of Internment in the U.S.

<http://news.fullerton.edu/2015su/COPH-digitization.aspx>

Documenting Japanese Americans Internment

<http://web.csulb.edu/misc/inside/?p=51641>

Appendix H – Project Participants

CALIFORNIA STATE UNIVERSITY JAPANESE AMERICAN DIGITIZATION PLANNING GRANT PARTICIPANTS LIST

Williams, Greg. Project Director, Director, Archives and Special Collections, CSUDH

Burns, Maureen, Ed.D. IMAGinED Consulting

Collier, Aaron, MLIS. Office of the CSU Chancellor, Statewide Digital Library Service

Daniels, Roger. Ph.D., emeritus history professor, University of Cincinnati

Froh, Geoffrey, Chief Information Officer, Densho

George, Stephanie. Archivist, Center for Oral and Public History, CSU Fullerton

Hansen, Arthur, Ph.D., emeritus professor of history, CSU Fullerton

Hata, Donald, Ph.D., emeritus history professor, CSUDH

Herzig-Yoshinaga, Aiko, independent scholar

Hirabayashi, Lane, Ph.D., Asian American Studies professor, UCLA

Ikeda, Tom. Executive Director, Densho: The Japanese American Legacy Project

Jarosz, Ellen E. Special Collections and Archives Librarian CSU Northridge

Kelly, Michael, IT, CSUDH
Kutay, Stephen D., Digital Services Librarian, CSU Northridge
Lee, Shon, IT, CSUDH
Lyon, Cherstein, Ph.D., history professor, CSU San Bernardino
Moon, Danelle, Director SJSU Special Collections
Nakagawa, Martha, journalist (Rafu Shrimpo –LA Japanese Daily News) and researcher
Okunishi, Yoko, cataloger, UCLA
Philo, Thomas. Archivist, CSU Dominguez Hills
Takahashi, Rita, Ph.D., professor of Social Work, San Francisco State University.
Thomas, Julie. Special Collections & Manuscripts Librarian, CSU Sacramento
Trendler, John. Curator of Visual Resources at Scripps College, Audio consultant
Turner, Adrian, California Digital Library, University of California
Tyson, Sue, Archivist, Occidental College
Walker, David, MLIS Office of the CSU Chancellor, Statewide Digital Library Service
Wallace, Adam, Special Collections Research Center, CSU Fresno